

**INSTRUCTIONS: ADULT GUARDIANSHIPS  
COURT APPOINTED ATTORNEY REQUEST FOR PAYMENT**

**BILLING IS TO BE SUBMITTED ONLY UPON THE COMPLETION OF A PROCEEDING AS DESCRIBED IN  
COMAR 07.06.10.15 and .17. PLEASE REFER TO THESE SECTIONS FOR COMPLETE DIRECTIONS.**

**MAIL TO:**

Director, Maryland Legal Services Program  
Court Appointed Attorney Program  
311 West Saratoga Street  
Baltimore, MD 21201-3521

- I. Court orders for attorney fees are NOT required.
- II. Voluntary compliance with attorney rate guideline not to exceed \$75 per hour is requested.
- III. Send the following UNSTAPLED packet of information:

**A. REQUEST FOR PAYMENT FORM "ADULT GUARDIANSHIPS"**

- ◆ Duplicate the blank form for repeated use.
- ◆ The form may be formatted on your computer for repeated use OR fill in repetitious information such as attorney name, ID # and address on the original form before photocopies are made.
- ◆ Original signature -- any color EXCEPT black.
- ◆ Ensure accuracy of Federal ID or Social Security number of designated payee.

**B. OUTCOME OF HEARING**

**C. PROOF OF CLIENT'S INDIGENCY - WAIVER OF COURT COSTS**

**D. DOCUMENTED BILLING STATEMENT/TIME SHEET**

- ◆ Include trial and non-trial hours.
- ◆ Time spent in preparation of billing does not qualify.

**E. ORDER APPOINTING COUNSEL**

**F. OPTIONAL: ATTORNEY SUMMARY**

- ◆ Any special factors to be considered for determination of a reasonable fee.

**G. OPTIONAL: SELF-ADDRESSED ENVELOPE**

- ◆ You can expect payment approximately five weeks from mailing.
- ◆ If you wish acknowledgment that MLSP received your bill and an estimated date of payment, enclose a self-addressed envelope.

**H. BRIEF EXPLANATION OF WHY THIS CASE WAS NOT GIVEN TO MLSP'S  
CONTRACTED ATTORNEY.**

**IV. Judicare Committee**

Requests for payment in excess of \$500 are held for review by the Judicare Committee, Maryland State Bar Association, which generally meets on a quarterly basis. This committee makes final determination of the reasonable fee and costs to be paid by MLSP to the attorney.

IF QUESTIONS REMAIN AFTER READING COMAR, PLEASE CONTACT MLSP STAFF AT (410) 767-7858. WITH ALL INQUIRIES, PLEASE HAVE THE CLIENT FILE AT HAND.